

EXHIBIT I

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
BUREAU OF FINANCIAL RESPONSIBILITY

2900 Apalachee Parkway
Tallahassee, Florida 32399-0585

MANUAL FILING FORM

NAME OF INSURANCE COMPANY _____

INSURANCE COMPANY CODE _____
(Numerical code assigned by Department of Insurance)

NAMED INSURED _____
Company Name, if Applicable

Last Name First Name Middle Name

Street Address

City State Zip

DRIVER LICENSE NUMBER _____
Must contain last name alpha plus 12 or 13 digits

COMPANY- INDICATOR _____ **FLEET-INDICATOR** _____

POLICY NUMBER _____ **TRANSACTION TYPE *** _____

EFFECTIVE DATE _____ **PREPARATION DATE** _____
(Date policy cancelled, changed or issued, MMDDCCYY) (Date form prepared, MMDDCCYY)

VIN NUMBER	VEHICLE
	YEAR MAKE MODEL
_____	_____
_____	_____
_____	_____

***LIST OF TRANSACTION TYPES**

10 Cancellation	30 Change policyholder name or D/L number
11 Recall of Cancellation	31 Add vehicle to policy
20 Issuance of Insurance	32 Delete vehicle from policy
21 Recall of Issuance of Security	13 Vehicle totaled or sold

EXHIBIT II

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
BUREAU OF FINANCIAL RESPONSIBILITY

2900 Apalachee Parkway
Tallahassee, Florida 32399-0585

MANUAL FILING FORM RECEIPT

Insurance Company Name: _____

Insurance Company Code: _____

Service Agent Name: _____

Number of Forms: _____

Date Sent: _____

Contents: DHSMV Insurance Notices

RETURN NAME AND STREET ADDRESS

Received By: _____

Date: _____

FREQUENTLY ASKED REPORTING QUESTIONS

1. If transactions are filed out of sequence, what is the effect on the intended status of the policy?

Regardless of the filing sequence, the policy will have the intended status.

One example would be when a recall, transaction 11, is filed previous to a transaction 10, cancellation. The recall would update the policy with an effective date equal to or greater than the transaction 10, cancellation, effective date, thus neutralizing the cancellation. (See Transaction 11 & 10.)

2. When filing for more than one company, should a separate transmission be used for each company?

No, multiple company filings can be loaded on a single transmission with each company filing preceded by a header record followed by the filing records for the company named in the header record.

3. How often can a company submit filings?

Policy transactions may be submitted daily provided Department approval. All transactions should be submitted in compliance with statutory requirements.

4. Is a driver license number required with each transaction?

A Florida driver license number is required if the named insured has a Florida license. All 13 characters should be reported.

5. Whose driver license number is required with each transaction?

The Florida driver license number of the policy holder.

6. Should a company use their Florida license or NAIC code when transmitting filings?

Either code can be used since the Department uses a cross reference index allowing successful process of either code.

7. What is the time frame for completing departmental update of the insurance file from receipt of the media?

Normally, within three days.

8. Are the filing requirements applicable to commercial vehicles?

Yes.

9. Should a driver license number issued in a state other than Florida be filed?

No.

10. What type of vehicles do not require a filing?

Taxicabs, limousines, farm tractors, trailers, and any other vehicle not required to be registered for operation on the highway.